Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems

Comprehensive Management Information System
Automated Staff Reporting Format

2002-2003 Staff Salary Supplements

1.   Submit this format during reporting periods 2 and 3. This format should be reported for each type of supplement the staff member is scheduled to receive this school year. For example, if an individual is receiving $1,000 for an athletic supplement and also has received $3,000 for extended day pay, both types of supplements should be reported.

2.   SALARY SUPPLEMENT VALUE: This element should be the actual total dollar value of the supplement.

3.   KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, and 5. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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2002-2003 STAFF SALARY SUPPLEMENTS

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only	9 Track (odd Parity)	Date: April 2001
A/N = Alphanumeric	1600 or 6250 BPI, EBCDIC	Effective Date: July 2001
N = Numeric only	Label Information_____	
Z = Zoned Numeric	Record size _____	Format No.: 6361
P = Packed decimal	Block size _____	
R = Right justified		Record Type: 1 of 1
leading zeros		
L = Left justified		Activity No.: DB9 32B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number**
				The two digit number for the district in which the staff member is currently employed. For employees who serve multiple districts, this is the fiscal agent district number. Also, the district number is for the district submitting the inservice education component. See <u>DOE Information Data Base Requirements: Volume II - Automated Staff Information System</u>, Appendix B, for acceptable codes.
2	**3-12**	**10**	**A/N/L**	**Social Security Number**
				The number assigned to an individual by the Social Security Administration (left justified).
3	**13-13**	**1**	**N**	**Survey Period Code**

				A code representing one of the state reporting periods.
				
				    <u>Code</u> <u>Definition</u>
				
				    2 October
				    3 February

4	**14-17**	**4**	**N**	**Fiscal Year**
				The state fiscal year running from July 1 through June 30 for which the reported data are applicable. Example: 8788 Fiscal year July 1, 1987 through June 30, 1988

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2002-2003 STAFF SALARY SUPPLEMENTS

Item Number	From-To	Size	Field Char.	Field Description
5	**18-18**	**1**	**A**	**Salary Supplement Type**
				A code to identify each type of annual salary supplement scheduled to be paid.

<u>Code</u>   <u>Definition</u>

A   Athletic - includes supplements to athletic directors, trainers, head coaches, assistant coaches, etc.

B   Academic - includes supplements to band directors, department heads, cheerleader sponsors, yearbook directors, drama sponsors, etc.

C   Merit Pay - awarded by the local school district.

E   Inservice Stipends - supplement paid to an employee who has completed certain inservice hours, coursework, or other training.

F   Extended Day – supplements to those who teach an extended period for extra pay beyond the regular contracted day, including teaching during a planning period and after-school tutoring.

G   Other

H   Florida Excellent Teaching Program Incentive/Salary Bonus - includes portfolio preparation incentives, salary bonuses and mentoring bonuses as indicated in s. 1012.72, F.S.

I   Florida School Recognition Program as defined in s. 1008.36, F.S.

J   Performance Pay Incentive as defined in s. 1012.22(1)(c), F.S.

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Item Number	From-To	Size	Field Char.	Field Description
				K Advanced Placement Instruction bonus as defined in s. 1011.62(1)(m), F.S.
				N Bonus for Teacher Retention in an area of critical state concern.
				O Bonus for Teacher Recruitment in an area of critical state concern.
				P Bonus for teacher (instructional personnel) retention.
				Q International Baccalaureate instruction bonus as defined in s. 1011.62(1)(i), F.S.
				R Bonus for teacher (instructional personnel) recruitment.
				S Sick Leave Buy Back – payment for unused sick leave.
				T Terminal Pay – payment for unused annual leave.
				U - In Kind Compensation Examples: uniforms, car, etc.
				V Sabbatical Leave Pay
				NOTE: For 2000-01 only, codes L and M were collected for reporting bonuses for Teacher Retention (L) and Teacher Recruitment (M) in D, F, and alternative schools.

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Item Number	From-To	Size	Field Char.	Field Description
6	**19-25**	**7**	**N/R**	**Salary Supplement Value**
				The monetary value of the annual salary supplement Example: (0045000=$450.00).
7	**26-26**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records. Code Definition A Add Record C Update Record D Delete Record
8	**27-80**	**54**	**A/N**	**Filler**